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## FIRE WATCH POLICY AND PROCEDURE

**PURPOSE:** To provide a short-term, emergency measure to provide an acceptable life safety in a building that has an impaired fire alarm system, sprinkler system, or any other life safety feature of the building that could put the residents/patients in danger. To check all areas of the building on a regular basis to detect fire/life safety emergencies and alert the facility staff to take appropriate action as early as possible.

**POLICY:** A fire watch is required to be implemented IMMEDIATELY when one of the following conditions is observed.

1. Outage or significant impairment of more than four (4) hours in a twenty-four (24) hour period of the fire alarm panel system or the automatic sprinkler system. (Unplanned impairment of systems a fire watch should begin immediately).
2. Outage or significant impairment of the facility water supply or electrical system.

### FIRE WATCH PROCEDURE:

1. Administrator or Designee will notify local fire department ( ) when a fire watch is implemented.
2. Administrator or Designee will notify Kansas State Fire Marshal's office (785-296-3401) of fire watch implementation.
3. After completing steps 1 & 2 above, Administration, Director of Nursing, or the charge nurse will implement the "fire watch" procedures.
4. The person designated to do the "fire watch" will be notified immediately, and will begin assigned duties.
  - The person(s) assigned to "fire watch" will have NO other responsibilities during the time they are assigned to the fire watch.
  - There may be more than one person per shift designated as "fire watch"; this will be coordinated by administration, director of nursing, or the charge nurse to ensure that staff assigned to this duty understands their responsibilities.
5. Fire Watch plans includes notification/communication procedures. The person on fire watch will carry a walkie-talkie (located at Nurses' Station) to be used for notification should a fire situation be discovered during rounds.
6. The person doing the fire watch will go on a specific/consistent "path" throughout the building, making sure all areas of the building are covered hourly.
  - The watch shall cover all areas of the building, including storage areas, janitor closets, utility rooms, and other normally unoccupied areas.
  - The person assigned to do the fire watch will also observe and report immediately to a supervisor any condition that would impede the speedy evacuation of the facility in case of an emergency, such as items stored in the exit corridors and stairways, doors blocked open, and unorganized storage areas.
  - Each area of the building will be observed at least every hour.

### DOCUMENTATION:

1. Using the "Fire Watch" form, the person assigned will document the time each areas is observed.
2. The documentation form will be signed by each person at the end of his/her responsibility, showing the time period for which he/she was responsible.
3. The documentation form will be turned in to the Administration offices daily, so it may be faxed to the Kansas State Fire Marshal's Office, (785) 296-0151 on a 24 hour basis.
4. When systems are working again and fire watch is terminated, fax a statement to the Kansas State Fire Marshal's Office (number shown in step 3) stating that fire watch has been cleared. Documentation of any repairs to assure that all systems have been restored should be faxed in with the final fire watch document.